

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers
State Departments and Agencies

DATE: March 25, 2002

FROM: Lawrence C. Franklin, Jr., State Controller

SUBJECT: VERIZON TELEPHONE BILLS

This is a follow up to the November 2, 2001 memorandum, addressed to "RI SAIL Users" (posted to the RI-SAIL web page) subject "Verizon Telephone bills."

The Office of Central Services and the Office of Accounts and Control are going forward with departmental centralized (summary) billing for Verizon NE bills. We are currently working with Verizon to implement the rollout of the departmental centralized billing. (A "departmental centralized bill" will incorporate the monthly bills for all telephone service of the same department/agency into one monthly billing.)

Before a Department can be placed on summary billing, **all** unpaid balances must be resolved. Departments must reconcile any outstanding balances with Verizon. If you need copies of prior bills or if you are disputing any charges please contact Kelly Pool at (617) 743-8170, or via e-mail: Kelly.M.Pool@Verizon.com or fax (617) 743-0482. Also, please note the state **is** responsible for late payment charges.

In addition, Verizon NE (Vendor #0968) has asked us to change the default remit address to the following:

PAYMENT PROCESSING CTR
STATE OF RI ACCOUNTS
BRAINTREE, MA 02184

This above address is Vendor Group 03 in the RI-SAIL System. All payments for **land-based telephone services** must be sent to this remit to address.

Each department/agency will meet with the Division of Central Services, the Office of Accounts and Control, and Verizon NE to address the summary billing process along with the clearing up of past balances. These meetings will be coordinated by the Division of Central Services and will take place over the next several months.

Please contact Maureen Fletcher at 222-5067 or email to maureenf@gw.doa.state.ri.us with any questions.

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CFO:02-39